

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TEXAS



Vacancy Announcement 04-CMAU

**Case Manager I  
Austin, Texas**

**Closing Date: Open Until Filled**

**Applications received by August 15, 2016 will receive priority review**

**Starting Salary Range: \$35,520-\$44,397**  
**Classification level range: \$35,520-\$57,712 (CL24)\***

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a full-time Case Manager I in our Austin Office. The clerk's office has 45 employees in four offices that include Austin, El Paso, San Antonio and Waco. The clerk's office serves four Judicial Officers and their staff.

The incumbent manages the progression of bankruptcy cases and related proceedings from case opening to final disposition. The position reports to the Deputy in Charge in the Austin Division.

The incumbent performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing and administrative and clerical tasks. The Case Manager I prepares case documents, reviews filed documents to determine conformity, takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A track record of reliability, productivity and producing quality work.

**Primary Responsibilities**

- Provide information, forms, and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- Open cases in case management system and process initial case assignments. Scan and docket initial opening events. Sort, classify, and file case records.
- Manage bankruptcy cases to ensure timely progression from case opening to final disposition. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Prepare and analyze required reports to ensure that all case files and related information are accessible and adhere to quality assurance standards. Make corrections to the case record to comply with local and national procedures. Process notices of appeal and appeal-related documents.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that required documents are filed and all procedures completed (check for pending motions, fees due, pending deadlines and hearings). Research local rules and the Operations Wiki.
- Communicate effectively with customers and external filers and assist attorneys and the public with questions regarding bankruptcy procedures, status of cases and dates and locations of hearings.
- Performs electronic recording duties in the courtroom.
- Provide backup coverage for team members and other departments as required.

**Minimum Requirements:**

Experience required includes a minimum of two years of current demonstrated experience in an administrative role in which they demonstrated the ability to read and understand complex procedures and guidelines. Prior position held should demonstrate excellent customer service skills. The candidate should possess the proven ability to excel in a collaborative work setting.

The ideal candidate must possess excellent computer skills with an aptitude for quality assurance is a must. Ability to write grammatically correct sentences and compose business correspondence is also desired. The candidate must have the ability to exercise mature judgment and the ability to communicate clearly in order to interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently.

**Preferred qualifications:**

Bankruptcy knowledge and experience with CM/ECF and E-Orders. The preferred candidate will be able to demonstrate a successful employment history in administrative roles in a legal environment.

Additionally, we are looking for a candidate who can work with the public on complex issues in a friendly and professional manner.

**Additional Information:**

Federal Judiciary employees are considered at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial background investigation. Appointments are provisional and contingent upon the satisfactory completion of a back-ground investigation. A negative finding may result in termination of employment. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Employee Benefits:**

For information about benefits please visit: [Judiciary Benefits](#)

All applicants are required to submit the following in one pdf document in the following order:

- Cover letter
- AO78 Federal Judicial Branch Application for Employment (obtained at [Application](#))
- Any additional attachments applicant would like to submit (i.e., professional certifications, resume, recent performance review- please limit to 10 pages)
- Title the pdf document as follows: Last Name, First Name, 04CMAU
- E-mail to: [Patty\\_Nelson@txwb.uscourts.gov](mailto:Patty_Nelson@txwb.uscourts.gov)

The United States Bankruptcy Court is an Equal Opportunity Employer